Latest News

for the
School Staffing Project

(newest listed first)

TEAMS Video/Slideshow Training is Posted	Mon 9/9/2013
TEAMS System Open	Fri 9/6/2013
Notice of OPI Preparing to Open the TEAMS System Online	Weds 9/4/2013
TEAMS Update - July 2013	Tues 7/23/2013
TEAMS Update - 3/18/2013	Tues 3/18/2013
Teams Update - 2/7/2013	Thurs 2/7/2013
Wait for TEAMS System to Open to add more SEID Requests	Thurs 1/3/2012
Final File Formats for TEAMS Teacher-Class Data Collection	Tues 12/4/2012
Email to Cooperatives RE: Correction of Position Codes List	Tues 12/4/2012
SEIDs and TOE - Update 11/29/2012	Thurs 11/29/2012
Terms of Employment - Clarification of Required and Optional Data Fields	Thurs 10/25/2012
Update on TEAMS Timelines	Weds 10/10/2012
TEAMS Project Update - News About SEIDS and Terms of Employment	

(From the Oct 2012 School Finance Newsletter)   Weds 10/3/2012

From the October 2012 OPI Summary on Official Email:

Terms of Employment collection to roll out this fall   [**Go To Top**](#)

OPI is in the development phase of our new Terms of Employment, Accreditation and Master Schedule (TEAMS) module. This collection module will replace the Annual Data Collection for districts and Special Education Cooperatives for reporting teaching assignments to the OPI beginning, with the 2013-14 school year. In addition, OPI's new K-12 course codes will be reported beginning in the fall of 2013.

The Terms of Employment collection will begin in November 2012 and will be available to report either by import or manual entry.

TEAMS will also be the area where districts and cooperatives can generate the School Employee IDs for staff. Please do not submit the requests through the Epass/ File Transfer Service any longer. There will be time to generate these in TEAMS for submission of the Terms of Employment data.

Authorized Representatives for school districts and special education cooperatives can now complete an access request form to establish the appropriate security into the TEAMS module in preparation for entering or importing the Terms of Employment information. For more information about this, click here:

http://lists.opi.mt.gov/newsletters/admin/index.php?Page=Newsletters&Action=View&id=375

Timely information about the School Staffing Project can be found on the OPI webpage at http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_12 , including

Timeline for School Districts:

http://www.opi.mt.gov/pdf/SchoolStaffing/Timeline_SchoolDistricts.pdf

OPI Position Codes: http://www.opi.mt.gov/pdf/SchoolStaffing/PositionCodelist.pdf

K-12 Course Codes: http://www.opi.mt.gov/PDF/SchoolStaffing/K12-Course-Codes09-06-2012.pdf

Frequently Asked Questions: http://www.opi.mt.gov/pdf/SchoolStaffing/FAQ.pdf

We will continue to send updates on the progress of the School Staffing project. We appreciate your patience and cooperation as we develop this new data system.

For more information, contact Joan Anderson, 406-444-0701

From October 2012 School Finance Newsletter:

TEAMS PROJECT UPDATE - NEWS ABOUT SEIDS AND TERMS OF EMPLOYMENT

School Staffing Project Manager Leaves OPI
Kellee English, School Staffing Project Manager, took another position in the Helena area in late September. We'll miss Kellee, and we wish her well in her new career! OPI plans to hire a replacement as soon as possible. In the meantime, please contact Joan Anderson at janderson3@mt.gov or (406) 444-0701 for assistance with the TEAMS system (SEID requests and Terms of Employment).

School Staffing Webpage
The School Staffing webpage is being maintained with all the latest information. We recently reorganized the page to make it easy to find your topic. Please visit the page to familiarized yourself with the postings: CLICK HERE

Recently, several postings on the webpage were updated. Changes are summarized below.

Timeline for School Districts - Please review the updated timeline.

OPI Position Codes - Added 2 new position codes (DS11 and DS12) for extra duty or stipend-type assignments. Use these codes to indicate an employee who has a regular position with the district has also been assigned an extra duty, usually under a stipend, that has no FTE attached.

NOTE: Position codes for coaching and extracurricular have not changed. If the extra duty is coaching, use code DS03. For extra duty that is extracurricular, use DS05.

Frequently Asked Questions (FAQ) - OPI updates this file constantly to include answers to questions as they come in. Please check often. We tag Q&As with the date on which they are added, so you can search the revision date of the file to locate the newest questions.

TEAMS Security Form - User IDs and Passwords –
OPI recently emailed Authorized Representatives (ARs) asking them to assign a staff person to the "TEAMS Human Resources" role on TEAMS. This role will request SEIDs for staff and submit the Terms of Employment data collection to OPI. We suggested the AR should assign the clerk/business manager and/or the human resources manager to this role, which is the first of several roles that will establish access to TEAMS. Please check with the AR (usually the superintendent or county superintendent) to ensure they returned the TEAMS Security Form to OPI. The Terms of Employment data collection is expected to occur in late October or early November.

OPI Contact: Joan Anderson, janderson3@mt.gov or (406) 444-0701. (Hours are 8:30am-1:30pm M-Th)

******* Dec. 4, 2012
TO: Special Education Cooperative Business Managers/Clerks
                Special Ed Coop Directors

FROM: Joan Anderson, School Staffing Project

RE: Change in Position Code List for Terms of Employment (TOE) Reporting for Coops

OPI recently corrected and re-posted the list of position codes for the upcoming Terms of Employment (TOE) data collection. That list shows the position codes for reporting staff on the Terms of Employment (TOE) report in the new TEAMS system (aka School Staffing Project). The position code list is posted at:
http://www.opi.mt.gov/pdf/SchoolStaffing/PositionCodelist.pdf

THE CORRECTION ONLY AFFECTS COOPERATIVES. The correction is: TC03 Teacher-Special Education, TC04 Long-Term Substitute Teacher (contracted), and TC05 Substitute Teacher (no contract) are now marked as appropriate positions to report for staff of special education cooperatives. We had previously neglected to indicate those were typical positions for cooperatives, and the omission was recently brought to my attention by a clerk of a cooperative (thank you ☺).

If you need information about the TEAMS system, including the Terms of Employment (TOE) data collection in January, please visit the School Staffing website at:
http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_12 .

If you'd like to discuss the data collection, please send a message to janderson3@mt.gov . I am out of the office on a break in service until January 3, so I will contact you when I return.   Happy holidays!

Joan M Anderson
Janderson3@mt.gov
406-444-0701

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